

12 APR 1974

Do not copy  
File Security 2

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

SUBJECT : Classification/Declassification of  
Information

1. At your suggestion, the Office of the Inspector General undertook a review to determine whether Agency officers with classification authority understand classification criteria and are complying with the guidelines established under Executive Order 11652, the NSC Directive of 17 May 1972, and [redacted]. The review included discussions with several individuals in each directorate, a check of chrono files in selected offices, and a study of responses to a questionnaire we prepared and forwarded to every operating component in the Agency.

STA

2. We found no major surprises in our review. If anything, our findings were pretty much as anticipated by you and the IG team in your initial discussions. It is obvious that there has been a significant change in the application of classification levels since the issuance of EO 11652. The order seems to have had the desired effect. It has caused classification officers to scrutinize classification practices that they had taken for granted over the years. These officers appear to be more sensitive to the different classification levels and are using more discretion in making classification decisions. This is reflected in the fact that the numbers of papers at the Administrative-Internal Use Only and Confidential levels have markedly increased and those at higher levels have correspondingly decreased.

3. We did come across some examples of overclassification in our check of chrono files. It is our view, however, that it is not a problem of any serious magnitude. In an attempt to eliminate or reduce such abuses even further, we would suggest that each operating component be directed to designate an officer to review its chrono files

periodically to spot errors and alert the appropriate official accordingly. This officer would be responsible for monitoring compliance with EO 11652, and he could serve as the focal point for future surveys of this nature.

4. Components in the Directorate of Operations and the Directorate of Management and Services reported that they periodically review the classification level of the pre-classified forms that they use. This is an encouraging sign and a further indication of progress in the classification field, although we do not know the number of such forms that have recently been modified as to classification. However, a small sampling of some of the several thousand pre-classified forms used by the Agency suggests that much remains to be done in this field. We list below some obvious examples of overclassification that we found in our sampling, and we would suggest that your staff issue instructions that all pre-classified forms be reviewed to ensure that they carry a realistic classification.

Form 1822	Request for Payment & Posting Voucher - SECRET
1824	Five Years from Now (how you see yourself) - SECRET
1825	The Story of My Life - SECRET
1830	Report of Test Results (Clerical Skills) - CONFIDENTIAL
1854a	Clerical Skills Qualification Test - Shorthand - SECRET
1854b	Clerical Skills Qualification Test - Typing - SECRET
1942	Instructor Data Record - SECRET
1967	Resignation Report - SECRET

TAT  
5. [redacted] which prescribes the procedures for identification of personnel with National Security Classification Authority (NSCA), expired on 1 September 1973. This HN should be re-issued, or the expiration date extended, because these procedures satisfy the requirement to designate NSCA in writing as well as the requirement to maintain lists of titles of positions to which each category of NSCA is delegated.

6. It is our understanding that the number of officers with classification authority should be limited to those who are "absolutely required for efficient administration." The numbers of such officers

reported by area divisions in the Directorate of Operations struck us as being quite high. Further, these components as well as a few in the Directorate of Science and Technology seem to make no distinction between authority to classify and authority to exempt. Their figures reveal that every officer who has classification authority -- be it at the TOP SECRET, SECRET, or CONFIDENTIAL level -- also has exemption authority. This would certainly suggest a need for re indoctrination.

7. EO 11652 requires the head of each department to "... establish and maintain active training and orientation programs for employees concerned with classified information or material. Such programs shall include, as a minimum, the briefing of new employees and periodic orientation during employment to impress upon each individual his responsibility for exercising vigilance and care in complying with the provisions of this order." The component response to the questionnaire indicates that training for classification officers is virtually non-existent. The best that can be said for training, either introductory or refresher, is that a few components circulate appropriate classification guidelines to responsible officers for reading on an annual basis.

8. Our review of chrono files and other material indicates that the IMPDET stamp is being used indiscriminately. For the most part, classification officers tend to use the stamp as a convenient way of avoiding a conscious decision to determine which, if any, of the various exemption categories properly apply.

9. There appears to be no system for considering the downgrading or declassifying of previously classified material, other than the programs of reviewing materials when they become 30 years old and of responding to mandatory requests for specific documents at least 10 years old. There is some Agency activity to downgrade TOP SECRET collateral documents less than 10 years old, but this is mostly haphazard. [redacted] states that "Agency components, to the extent practicable, shall review documents on a systematic basis and declassify and downgrade them, as warranted." Based on responses to the questionnaire, we feel that this is an area that calls for both training and an ordered plan for downgrading and declassification.

10. We agreed that the questionnaire and this review would not deal with the classification of substantive intelligence or cable traffic. We were, therefore, left with a review of what can be characterized essentially as administrative material and with no appreciation of whether the large volume of other classified Agency material is being appropriately classified. The classification of substantive intelligence, which is by nature derivative, would not very often lend itself to downgrading. Cable traffic, on the other hand, would seem to be susceptible to some downgrading, since we recall your mentioning that the number of cables classified at the SECRET level dropped from 95% to 85% after one of your training programs. Further such programs would seem to be in order, and you may also wish to consider whether it would be feasible to revise the questionnaire to solicit a reasonably accurate picture of the size and level of all Agency classified material.

11. All in all, we believe that noticeable progress has been made in the way the Agency has responded to EO 11652. However, given the nature of the Agency's business, the tendency to over-classify will remain with us for some time. This problem, as well as others, could be corrected by a periodic training program prepared and conducted by your staff. The program should cover all aspects of classification and be designed for current and future classification officers. It should precisely define the distinctions between the different classification levels as well as the different exemption categories, the proper use of the Warning Notice and the IMPDET stamp, downgrading and declassifying, and other applicable problems.

12. The most constructive response by far that we received to the questionnaire came from the Chief, Information Services Group, Directorate of Operations. I would think that he could be very helpful to you in devising a suitable training program for the Agency. I am sending along his comments together with the other responses we received, since your staff will be conducting future reviews of this type and they should prove useful.



Donald F. Chamberlain  
Inspector General

Attachment:  
As stated

STA

UNCLASSIFIED

Approved For Release 2003/04/29 : CIA-RDP84-00780R006100110023-0

 CONFIDENTIAL SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Inspector General

EXTENSION

NO.

DATE

12 April 1974

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Deputy Director for Management & Services 7D26	4/15	15 APR	SP/MLG	
2. Chief, Information Systems Analysis Staff 2E42 Hqs.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Original Atta - C/ISAS

Approved For Release 2003/04/29 : CIA-RDP84-00780R006100110023-0 Subject

DD/M&S Registry

File *Security*

Inspector General

Attn:

2E 24 HQS

AT

Margaret:

Attached are some of the submissions by various DD/M&S Offices which were sent to me. I understand OMS, OS and OTR forwarded their replies directly to you.

AT

EO-DD/M&S

Atts

Executive Officer to the DD/M&S  
7D 26 Hqs

5 Mar 74

AT

EO-DD/M&S: [redacted] kmg (5 Mar 74)

Distribution:

Orig RS - Adse w/Atts

- 1 - DD/M&S Subject w/cy of Atts
- 1 - DD/M&S Chrono

Atts: Questionnaires fr OC, OF(DD/M&S 74-0786), OJCS (DD/M&S 74-0731), OL, OP, HS, RCS

COMPONENT: Office of Communications

1. How many officers in your component have classification authority for TOP SECRET 28, SECRET 167, CONFIDENTIAL 31?  
An average of 18 papers per month - based on a three-month survey.
2. How many officers in your component have authority to exempt? 28
3. How are classification officers selected? By Position
4. How many papers are classified by each officer each month?  
An average of 18 papers per month - based on a three-month survey.
5. Do classification officers have written delegation of authority to classify? Yes
6. Do secretaries know level of classification authority for their supervisors? Yes
7. Do you have a training course for classification officers? No
8. How often is the course run? N.A.
9. Do you have refresher training? If so, how often? N.A.
10. Are new officers allowed to exercise classification authority before training? Yes
11. Do you have a program to familiarize all employees with the Executive Order, the NSC Directive and [redacted]. There is no established program as such, however these publications are available for reading.
12. Are there any written office guidelines on determination of level of classification? Yes
13. Are there any checks to determine whether material is properly classified? If so, who is responsible? Describe the system. Yes. The releasing or signing officer has the final authority upon reviewing material.
14. Who is the component authority in case of dispute on level of classification or exemption from declassification?  
Director of Communications

STA

(See other side)

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R006100110023-0

Approved For Release 2003/04/29 : CIA-RDP84-00780R006100110023-0

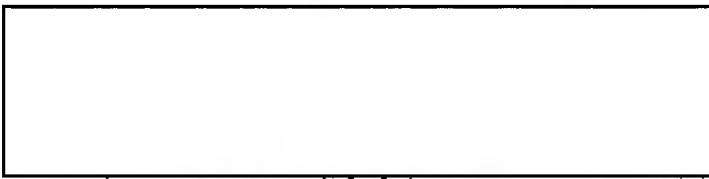
DD m/s 74-0784

ADMINISTRATIVE - INTERNAL USE ONLY

4 MAR 1974

MEMORANDUM FOR: Acting Inspector General  
THROUGH : Executive Officer to the DDM&S  
SUBJECT : Survey on Classification/Declassification  
of Information  
REFERENCE : Memorandum to DDM&S from Acting Inspector  
General, dated 11 February 1974,  
Subject: Classification/Declassification  
of Information

In compliance with referent memorandum, attached  
are survey forms on classification/declassification of  
information for all components of the Office of Finance.



STA

Thomas B. Vale  
Director of Finance

Attachments  
As Stated

O & I - 1G

✓ DD m/s

ADMINISTRATIVE - INTERNAL USE ONLY

ILLEGIB

Approved For Release 2003/04/29 : CIA-RDP84-00780R006100110023-0

Next 17 Page(s) In Document Exempt

Approved For Release 2003/04/29 : CIA-RDP84-00780R006100110023-0

OJCS-242-74  
27 FEB 1974

MEMORANDUM FOR: Inspector General

VIA : Executive Officer, Deputy Director  
for Management and Services

SUBJECT : Classification/Declassification of  
Information

REFERENCE : Inspector General memorandum, same  
subject, dated 11 February 1974

Attached is OJCS' reply to the questionnaire forwarded by reference memorandum. The attached answers are keyed to the questionnaire. In conducting the survey, OJCS did not include codeword information or computer output generated for our customers.

HARRY E. FITZWATER  
Director of Joint Computer Support

Attachment: a/s

Distribution:

Orig. & 1 - addressee  
1 - DDMGS  
2 - O/D/OJCS  
1 - Subject file  
1 - OJCS Registry

STA

OFFICE OF JOINT COMPUTER SUPPORT

CLASSIFICATION/DECLASSIFICATION OF INFORMATION

1. There are 32 officers in OJCS who have classification authority for SECRET and 4 for TOP SECRET.
2. The 4 officers who have TOP SECRET classifying authority also have the authority to exempt.
3. Selection of OJCS Classification Officers is based on the requirements of the position currently occupied.
4. Based on a review of OJCS chrono files for the three month period, 1 Nov. 1973 - 31 January 1974, 30 officers did not utilize their classifying authority. One classified six documents; one classified two documents and four classified one document.
5. OJCS Classification Officers are designated by official Personnel Actions.
6. OJCS secretaries know which officers in their component have classifying authority and the level of that authority.
7. OJCS has no formal training course for Classification Officers. Officers who held classifying authority as of 30 June 1972 and OJCS secretaries were briefed on the new classification system by the OJCS Security Officer and the Chief, Information Systems Analysis Staff.
8. NA
9. Not as such; as questions arise appropriate guidance is provided.
10. As indicated in item seven above, OJCS has no formal training program. OJCS Notice 10-6-72 provides guidance; the OJCS Security Officer provides additional guidance on specific questions.

11. OJCS Notice 10-6-72 outlines the provisions of [redacted] STA
12. Yes, OJCS Notice 10-6-72 provides guidelines.
13. None, other than supervisory review of correspondence for contents and indirectly for classification.
14. The OJCS Security Officer in accordance with OJCS Notice 10-6-72.
15. No.
16. All of OJCS originated classified information was exempted from declassification.
17. Category 2 - 100%.
18. OJCS use is based on customer use in prior related correspondence.
19. OJCS is the office of record for one pre-classified form. Classification of OJCS forms is reviewed upon revision of the form and whenever it is necessary to reprint the form.
20. A review of OJCS chrono files for the periods 1 March - 30 April 1972 and 1 March - 30 April 1973 indicates a 9% reduction in 1973 in the number of classified documents compared to the total of documents originated within OJCS. Of the classified documents, 83% were SECRET and 16.3% CONFIDENTIAL in 1972 as compared to 91% SECRET and 9% CONFIDENTIAL in 1973. There were no TS documents in the sample.
21. Although the Director, OJCS does not necessarily review each document prior to its preparation and routing in final form, he and all members of his staff review each document subsequently as it appears on a reading board. During this review an inappropriately classified document would be identified and corrective action taken.

<b>TRANSMITTAL SLIP</b>		DATE <b>28 FEB 1964</b>
TO: Deputy Director for Management and Services		
ROOM NO. <b>7D26</b>	BUILDING <b>Headquarters</b>	
REMARKS:		
<p><b>FROM:</b>  <b>Director of Logistics</b></p>		
ROOM NO. <b>1206</b>	BUILDING <b>Ames</b>	EXTENSION <input type="text"/>

Administrative - Internal Use Only

28 FEB 1974

MEMORANDUM FOR: Inspector General  
THROUGH : Deputy Director for Management and Services  
SUBJECT : Classification/Declassification of Information  
REFERENCE : Multiple Adse Memo dtd 11 Feb 74 fm AIG, same  
              subject

Attached herewith is the Office of Logistics response to the questionnaire on the classification and declassification of information forwarded with referent.

Figure 1. The effect of the number of clusters on the classification accuracy.

STAT

A++

CC: DD/MGS

Administration - Internal Use Only

OL 4 0912a

Administration - Internal Use Only

COMPONENT: Office of Logistics

1. The following number of officers in the Office of Logistics (OL) have classification authority: Top Secret, 17; Secret, 41; and Confidential, 5; totaling 63.
2. Seventeen of the above officers have authority to exempt.
3. Classification officers are selected by designation of position requiring classification authority.
4. Excluding cables, dispatches, and classified forms, our survey indicates an average of about nine documents are classified monthly per designated classification officer.
5. The Director and Deputy Director of Logistics are delegated authority to classify in [redacted]. The Director of Logistics (D/L) has designated the remaining positions within OL authorized to classify by issuance of a formal Logistics Notice. Individual officers do not have a specific written delegation of authority to classify; however, this fact is included in the personnel action assigning the individual to a position authorized to classify.
6. Those secretaries who we contacted during the survey (paragraph 4 above) were all aware of the level of classification level of their supervisors.
- 7, 8, and 9. We have no training courses for classification officers.
10. Officers newly designated for classification authority are allowed to exercise this authority without specific training for this function. However, in all instances, such officers have had prior Agency experience before such authorization has been granted.
11. We have had no followup program to familiarize employees with the Executive order, the NSC Directive, and [redacted] since their original issuance.

STA

AT

Administration - Internal Use Only

Administrative - [Official Use Only]

- 2 -

12. We have no written Office guidelines on determining the level of classification, other than those listed in 11.

13. The checks on proper classification are exercised as the specific document is routed upward through the chain of command. The original classification officer bears some responsibility for proper classification; however, the ultimate responsibility rests with the senior officer in the OL chain of command who releases the document for official distribution.

14. The senior officer in the chain of command in OL is the recognized component authority to resolve disputes on the level of classification or exemption from declassification. This would be the D/L or the most senior officer under his command exercising the decision in resolution of the dispute. There have been instances, especially on correspondence being directed outside the Agency, where the Office of Security and other officials have been consulted on questions of classification level.

15. We have not established a system for the review of material previously classified, with the object of downgrading or declassifying.

16. We estimate that about 95 percent of our classified material is exempt from declassification.

17. About 80 percent of our exempted material is covered by Exemption Category 2 and the other 20 percent by Category 3.

18. It is very infrequent that we use Warning Notice - Sensitive Intelligence Sources and Methods Involved.

19. We use preclassified forms. Classification is reviewed upon reprint or reorder, usually once or twice per year.

20. There has been a significant change in classification levels since issuance of Executive Order 11652. Except for cables, dispatches, and classified forms, we estimate that the ratio of unclassified to classified documents originated in OL in FY 1973 at about 55 percent versus 45 percent. We estimate that this represents about a 50 percent increase in unclassified versus classified documents in comparison to FY 1972. The ratio of Confidential classification to Secret has had a similar trend, with Top Secret a very seldom used classification.

Administrative - [Official Use Only]

**Administrative - Internal Use Only**

-3-

21. Officers with classification authority are permitted to determine classification without prior review of the head of the operating component. Correspondence directed to other Agency components usually is reviewed at the division chief or deputy chief level, either before or after official distribution. Correspondence directed outside the Agency is reviewed in the Office of the D/L, also, either before or after official distribution.

**Administrative - Internal Use Only**

## TRANSMITTAL SLIP

DATE

4 March 1974

## TO:

EO-DD/M&amp;S - Attn: Karen

ROOM NO.

BUILDING

7D-24

Hqs.

## REMARKS:

Per our telecon.

Jean

*Note: Orig sent directly to IG.*

## FROM:

Director of Medical Services

ROOM NO.

1D-4061

BUILDING

Hqs.

EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

28 FEB 1974

COMPONENT: Office of Medical Services

1. TOP SECRET - 2, SECRET - 27, CONFIDENTIAL - 1
2. 2
3. According to the position occupied.
4. Average of 25.
5. Yes, consistent with instructions issued in [redacted] STA  
29 August 1972.
6. Yes
7. No
8. --
9. No
10. New officers are not delegated classification authority until there is assurance that they are familiar, usually through on-the-job training, with the classification requirements.
11. In 1972 familiarization with the requirements of the Executive Order, the NSC Directive and [redacted] and other guidance was through the OMS staff meeting and the chain of command. STA
12. No. D/MS has at various staff meetings emphasized the need to avoid classification if possible, and when such is not possible, to use the lowest appropriate level.
13. Each division/staff chief is responsible for assuring the appropriate classification of documents originated in his division/staff. For official documents prepared in and emanating from the Office of the D/MS, the ONS ExO normally determines or checks the classification.
14. Normally such matters are referred to the OMS ExO.
15. No
16. Minimal, estimated less than 1%.

COMPONENT: Office of Medical Services (cont'd)

17. Cat 1 0, Cat 2 100, Cat 3 0, Cat 4 0
18. Not used
19. Yes. Normally classification is reviewed at reorder time.
20. Yes. Although impossible to quantify, a significant decrease in classification levels was noticeable in FY 1973 as compared to FY 1972. Executive Order 11652, in our judgment, has caused us to scrutinize the classification practices we had taken for granted for years. In many cases, we have been impressed how easily a previously used classification for a report or other recurrent document could be reduced.
21. Yes, but as indicated in 13 above, the division/staff chief is responsible for classification in his division/staff.

AT  
OMS/Ex0/ [redacted] jv (28Feb74)

Distribution:

Orig & 1 - OIG (2E-24 Hqs.)  
2 - D/MS Files (w/basic)  
✓ 1 - EO-DD/M&S (added - 4 Mar 74)

4/1974

COMPONENT: Office of Personnel

1. How many officers in your component have classification authority for TOP SECRET 7, SECRET 16, CONFIDENTIAL 23 ?
2. How many officers in your component have authority to exempt? 7
3. How are classification officers selected? Must occupy position having authority. Officers must be responsible for a substantial volume of outgoing material and are best able to determine classification level.
4. How many papers are classified by each officer each month?  
Approximately 50-60 per month.
5. Do classification officers have written delegation of authority to classify?  
Yes - Memorandum.
6. Do secretaries know level of classification authority for their supervisors? Yes
7. Do you have a training course for classification officers?  
Reading of Ex. Order 11652, NSC Directive of 17 May 1972  
and
8. How often is the course run?  
Applicable to new delegations or changes.
9. Do you have refresher training? If so, how often?  
Annual reading of material.
10. Are new officers allowed to exercise classification authority before training? No - required to read material.
11. Do you have a program to familiarize all employees with the Executive Order, the NSC Directive and  Yes,  
required reading.
12. Are there any written office guidelines on determination of level of classification? No - adherence required to
13. Are there any checks to determine whether material is properly classified? If so; who is responsible? Describe the system.  
No. Classifier is responsible.

STA

STA

ADMINISTRATIVE  
INTERNAL USE ONLY

14. Who is the component authority in case of dispute on level of classification or exemption from declassification?  
Executive Assistant to D/Pers.
15. Have you established any system for review of material previously classified with the object of downgrading or declassifying? No - material is downgraded or declassified when it appears appropriate.
16. What percentage of your material is exempt from declassification?  
30%
17. What percentage of exempted material is covered by Exemption.  
Category 1? 0 2? 20 3? 5 4? 5.
18. Under what circumstances do you use Warning Notice - Sensitive Intelligence Sources and Methods Involved? N.A.
19. Do you use pre-classified forms? How often is classification reviewed? Yes - Annually.
20. In general, has there been a significant change in classification levels used on written material since the issuance of Executive Order 11652? Please compare FY-72 and FY-73 to arrive at your estimate. Yes. Note use of Confidential and Internal Use Only.
21. Are officers with classification authority actually permitted to determine classification without review by the head of the operating component? Yes.

ADMINISTRATIVE - INTERNAL USE ONLY

22 February 1974

MEMORANDUM FOR: EO/DDM&S

SUBJECT: Reply to DD/M&S 74-0510, re Classification/  
Declassification

1. The applicable portions of the attached questionnaire are filled in; however, I will attempt to explain the reason.
2. This is an extremely small staff with only two classification officers. The classification of documents in this staff is based almost entirely on the same classification of the material on which the documents are based. Because of the nature of the material contained in the Agency History, the question of declassification does not arise. In other words, we do not deal in classification as such, but only in making sure that the complete work is classified in a manner consistent with the original classification of the written material.

*St*  
WALTER ELDER  
Chief, CIA History Staff

Att:  
Questionnaire

Orig-1G w/att  
, - DD m+S Seby.

ADMINISTRATIVE - INTERNAL USE ONLY

**COMPONENT: DDM&S/Regulations Control Staff**

1. How many officers in your component have classification authority for TOP SECRET \_\_\_\_\_, SECRET one CONFIDENTIAL \_\_\_\_\_?
2. How many officers in your component have authority to exempt? one
3. How are classification officers selected? Designated by higher authority
4. How many papers are classified by each officer each month? Average 30
5. Do classification officers have written delegation of authority to classify? no
6. Do secretaries know level of classification authority for their supervisors? yes
7. Do you have a training course for classification officers? no
8. How often is the course run?
9. Do you have refresher training? If so, how often? NA
10. Are new officers allowed to exercise classification authority before training? NA
11. Do you have a program to familiarize all employees with the Executive Order, the NSC Directive and \_\_\_\_\_? yes STAT
12. Are there any written office guidelines on determination of level of classification? Only Executive Order, NSC Directive, and \_\_\_\_\_ STAT
13. Are there any checks to determine whether material is properly classified? If so, who is responsible? Describe the system. yes - coordination process provides automatic review STAT
14. Who is the component authority in case of dispute on level of classification or exemption from declassification? Mr. \_\_\_\_\_

(See other side)

**ADMINISTRATIVE - INTERNAL USE ONLY**

ILLEGIB

Approved For Release 2003/04/29 : CIA-RDP84-00780R006100110023-0

Approved For Release 2003/04/29 : CIA-RDP84-00780R006100110023-0

<b>TRANSMITTAL SLIP</b>		DATE 11 FEB 74
<b>TO:</b> Director of Communications		
ROOM NO. 2D00	BUILDING Hqs	
<b>REMARKS:</b>		
<p>It is understood that this "review" is being undertaken at the request of the Chief, Information Systems Analysis Staff. If there are any questions concerning the background and purpose of this program, please contact Mr. [redacted] on extension [redacted]</p> <p style="text-align: center;"><i>LJD</i> LJD</p> <p>Att Cy of DD/M&amp;S 74-0510</p>		
<b>FROM:</b> Executive Officer to the DD/M&S		
ROOM NO. 7D18	BUILDING Hqs	EXTENSION

FORM NO. 241

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

**DD/M&S Distribution:**

Orig - D/CO, w/Att  
 1 - Ea to: D/F, D/OJCS, D/L, DMS, D/Pers, D/S, DTR, C/HS, C/RCS,  
 w/Att  
 1 - C/ISAS, w/Att (for info)  
 1 - DD/M&S Chrono  
 1 - DD/M&S Subject, w/Att

DD/M&S 74-0510: Memo dtd 11 Feb 74 for O/DCI (Mr. Evans),  
 DDO, DD/I, DD/M&S, DD/S&T, fr Acting IG, subj:  
 Classification/Declassification of Information, w/its Att

**DD/M&S Registry**  
**File Security 2**

UNCLASSIFIED INTERNAL  
USE ONLY CONFIDENTIAL SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.	DATE
			11 February 1974
Office of the Inspector General			
TO: (Officer designation, room number, and building)	DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
1. Deputy Director for Management & Services			We received a total of 12 cys of the attached.
2. [redacted]	2/13/74	D	Mr Brownman [redacted] ST late talked to [redacted] who knows the complete story, & had discussed this with Jack Blake. In effect:
3.			1. This is a one shot deal
4.			2. It is not a "survey"
5.			3. CISAS will probably handle these in the future - with OS.
6.			4. There is the requirement under ED 1165 Z
7.			5. CISAS does not have the manpower now
8.			6. [redacted] will field any questions on it. We will alert Bob [redacted] ST
9.			
10.			
11.			
12.			
13.			
14.			
15.			

11 FEB 1974

MEMORANDUM FOR: Office of the Director (Mr. Evans)  
Deputy Director for Operations  
Deputy Director for Intelligence  
Deputy Director for Management & Services  
Deputy Director for Science & Technology

SUBJECT : Classification/Declassification of Information

AT

1. All government departments and agencies are required to conduct an annual review of their own administration of directives on classification, downgrading, declassification and safeguarding of National Security information. In this connection, the Office of the Inspector General is involved in a survey to determine whether Agency officers with classification authority are complying with the guidelines established under Executive Order 11652, the NSC Directive of 17 May 1972, and [redacted]. We have prepared the attached questionnaire which we are asking you to forward to your operating components. It would be helpful if we could have their responses no later than 28 February 1974.

2. It is important to note that substantive intelligence and cable traffic are not relevant to the survey, and responses to the questionnaire should therefore exclude these categories.

3. The Inspection Team will also conduct random interviews in each Directorate and will spot-check files as necessary to complete the survey. It is not the intent of this survey to identify specific classification abuses.

STAT

[redacted]  
S. D. Breckinridge  
Acting Inspector General

Attachment A/S

**ADMINISTRATIVE - INTERNAL USE ONLY**

COMPONENT: \_\_\_\_\_

1. How many officers in your component have classification authority for TOP SECRET \_\_\_\_\_, SECRET \_\_\_\_\_, CONFIDENTIAL \_\_\_\_\_?
2. How many officers in your component have authority to exempt?
3. How are classification officers selected?
4. How many papers are classified by each officer each month?
5. Do classification officers have written delegation of authority to classify?
6. Do secretaries know level of classification authority for their supervisors?
7. Do you have a training course for classification officers?
8. How often is the course run?
9. Do you have refresher training? If so, how often?
10. Are new officers allowed to exercise classification authority before training?
11. Do you have a program to familiarize all employees with the Executive Order, the NSC Directive and \_\_\_\_\_
12. Are there any written office guidelines on determination of level of classification?
13. Are there any checks to determine whether material is properly classified? If so, who is responsible? Describe the system.
14. Who is the component authority in case of dispute on level of classification or exemption from declassification?

STAT

(See other side)

**ADMINISTRATIVE - INTERNAL USE ONLY**

ADMINISTRATIVE - INTERNAL USE ONLY

15. Have you established any system for review of material previously classified with the object of downgrading or declassifying?
16. What percentage of your material is exempt from declassification?
17. What percentage of exempted material is covered by Exemption Category 1?        2?        3?        4?
18. Under what circumstances do you use Warning Notice - Sensitive Intelligence Sources and Methods Involved?
19. Do you use pre-classified forms? How often is classification reviewed?
20. In general, has there been a significant change in classification levels used on written material since the issuance of Executive Order 11652? Please compare FY-72 and FY-73 to arrive at your estimate.
21. Are officers with classification authority actually permitted to determine classification without review by the head of the operating component?

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R006100110023-0

Approved For Release 2003/04/29 : CIA-RDP84-00780R006100110023-0